

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: NEW POSITION X EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0063741	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Public Service Executive I (PSEI)			
3. Division Family Services		12. Proposed Class Title Unclassified- TANF Program Manager- Unclassified			
4. Section Economic and Employment Services	For Use By Personnel	13. Allocation		Position Number	
5. Unit Strengthening Family Services		14. Effective Date			
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved		
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	Office	17. Audit Date: By: Date: By:			

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
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Karen Beckerman	Public Service Executive III	K0047316
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Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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Karen Beckerman	Public Service Executive III	K0047316
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed independently with considerable latitude for making decisions based upon general direction developed within EES leadership and federal and state laws. Deadlines are stated and work is assigned orally and in writing with a description of outcomes desired. Employee is expected to exercise good judgment, demonstrate initiative, and prioritize work according to criteria established.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	<p>This position directs the Temporary Assistance for Needy Families (TANF) Program. This position provides guidance and direction to central and field office managers for new program implementation. This position analyzes the inter-and intra-organizational structures, administrative policies, and management policies within the agency, then recommends, develops and directs special projects for the division which involve major new programs or staffing initiatives for all public assistance programs and have multi-million dollar implications for the agency.</p>
<p>1 40%</p>	<p><u>Program Management</u></p> <ul style="list-style-type: none"> - Identifies goals and determines program options and initiatives to meet these goals in accordance with the objectives and priorities of the Governor and the legislature and the mission of the agency. - Prepares reports summarizing findings and recommends to management changes in programs, structure, methods, policies, procedures and practices of significant impact. - Reviews and analyzes proposals submitted to determine if benefits and possible applications justify expenditures. - Advises field and central office of details/options regarding the implementation of programs or systems for meeting client needs, achieving fiscal goals, or satisfying federal and state mandates. - Provides program options based on assessment of available federal and state funds, field and central office staff, and other resources. Justifies program decisions and use of resources. Advocates for needed resources based on public policy goals. - Identifies need for legislative and regulatory action and prepares enabling legislation or regulations as necessary to effectuate program or policy decisions. - Directs the development of the TANF State Plan, and the Annual TANF Program Report. - Develops operating and program plans. Operationalizes those approved plans and issues through written and verbal directives to field staff and central office. - Develops recommendations and testimony to the state legislature which includes advocating for new program initiatives and agency priorities. - Identifies areas needing improvement, proposes corrective action for implementation.
<p>2 35%</p>	<p><u>Program Coordination and Consultation</u></p> <ul style="list-style-type: none"> - Coordinates the TANF and Work Programs with the public/private sector, other agency managers and with outside agencies and groups to ensure achievement of mutual goals, program integrity, and effective service delivery. - Collaborates with managers within EES and with managers of other state agencies such as the Department of Commerce, Kansas Department of Health and Environment, Department of Revenue, Board of Regents, other divisions within DCF, and other interest groups and agencies such as the Kansas Works Interagency Coordinating Council, Workforce Investment Act contractors, Pathways to Advancement, and Interfaith Ministries to facilitate proper management of joint initiatives and programs, to review and develop policies of mutual concern and to achieve the goals and objectives of the Department. -Communicates regularly with the Strengthening Family Services Director, EES Program Managers and Directors, the Strengthening Family Services Specialist, and other EES staff. Reviews, revises and provides feedback on agency policy and its impact on clients, contractors, providers and agency staff. - Collaborates with the federal congressional staff, federal agencies, such as Administration for Children and Families, Centers for Medicare and Medicaid Services, and USDA, and other groups such as American Public Human Services Association, National Governors' Association, Center for Law and Social Policy, and Center on Budget and Policy Priorities, to help shape policies and procedures on the national level. - Advises agency leadership of emerging issues affecting the programs administered by this agency. Identifies or develops courses of action and recommends solutions as appropriate.
<p>3 25%</p>	<p><u>Program Direction and Oversight</u></p> <p>Provides direction to field staff through the establishment of program goals and policy implementation. Provides direction and training as necessary to accomplish duties assigned. Provides direction to regional staff to maintain uniform policies and evaluation methods and to prevent inefficiencies in benefit delivery and client services. Oversees program and policy implementation to maintain uniform policies and evaluation methods, and to prevent errors and inefficiencies. Directs and consults with the Region Directors, and EES Program Administrators in the development of program service delivery process.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform functions will result in program failure and compliance/sanction activity by the federal agency. It will also result in failure to meet one of the agency's primary missions, to help adults achieve self-sufficiency through implementation of TANF Program goals.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact with the public including: federal and state legislators and their staff, federal agency staff, various community agencies, and other agency staff. Contact with the press may be periodic. Public speaking is sometimes required.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Possible stress related to meeting deadlines for work products. There may be visual and physical discomfort from using computer equipment and other office equipment.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Personal computer and related software, fax machine, telephone and printer will be used daily.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

One year of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

Education or Training - Special or professional

Preferred Education: Bachelor Degree in a human service field.

License, certificates and registrations

Special knowledge, skills and abilities

Preferred skills and know ledge: Knowledge of TANF and other benefit programs and federal regulations. Group facilitation skills. Experience with WORD and EXCEL software including the ability to create forms, tables, and spreadsheets.

Experience - Length in years and kind

Preferred: 2 years minimum experience with implementation and operation of EES programs, specifically with TANF and Work Programs.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date